



STATE OF CONNECTICUT  
DEPARTMENT OF CONSUMER PROTECTION  
Occupational and Professional Licensing Division  
165 Capitol Avenue - Room 110 - Hartford, CT 06106  
**OFFICE HOURS: 8:30 am - 4:00 pm**  
860-713-6150

## APPLICANTS with CONNECTICUT COURSES

### INDIVIDUAL BROKERS & SALESPERSONS

These Instructions are for applicants who have taken real estate courses at Connecticut approved schools. You must file your Application with this Department after you have completed your course(s) to demonstrate your qualifications for taking the licensing exam.

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- If you are currently licensed by exam in a Reciprocal State: Select [Reciprocal Applicants](#)
  - If you have taken real estate course(s) in another State: Select [Applicants with Out-of-State Courses](#)
  - All Attorney applicants: Select [Instructions for Attorney Applicants](#)
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1. ☐ COMPLETE THE "APPLICATION FOR INDIVIDUALS"  
**Qualifications for Salesperson or Broker license are found under Sections II & III**  
**Incomplete Applications will delay the processing of your application.**
  2. ☐ ATTACH GRADE REPORT(S) **originals** (no photocopies)  
**Grade Reports must contain:**
    - ☐ school code
    - ☐ course title
    - ☐ classroom hours completed
    - ☐ dates attended
    - ☐ grade received
    - ☐ signature of school official
  3. ☐ ATTACH APPLICATION FEE: Salesperson - **\$40.00** Broker - **\$60.00**  
Application fee is non-refundable **Check payable to: "Treasurer, State of Connecticut"**
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### PROCESSING INFORMATION:

4. ☐ **This Department Will Be Reviewing Your Application.** Processing time is approximately 6 weeks.

If you meet the minimum requirements to take the Connecticut real estate licensing examination, this Department will enroll you with **PSI** as eligible to test. **(PSI is the testing company).** **PSI will mail you a postcard** with further instructions on how to schedule a test date for the licensing examination.

### TESTING:

- The licensing examination is administered by **PSI**, a national testing company.
- **DO NOT SCHEDULE A TEST DATE WITH PSI PRIOR TO RECEIVING YOUR POSTCARD FROM PSI.**
- **PSI Exam Registration Fee is non-refundable.**

BROKER LICENSES EXPIRE MARCH 31<sup>ST</sup> - SALESPERSON LICENSES EXPIRE MAY 31<sup>ST</sup>



## PRO-RATED FEE SCHEDULE FOR INITIAL LICENSE

### REAL ESTATE SALESPERSON - License Expiration Date – May 31st

#### IF PAYMENT IS MADE BETWEEN:

6/1 - 8/31 .....\$225.00 + \$20.00 (Guaranty Fund) = \$245.00

9/1 - 11/30 .....\$168.75 + \$20.00 (Guaranty Fund) = \$188.75

12/1 - 2/29 .....\$112.50 + \$20.00 (Guaranty Fund) = \$132.50

3/1 - 3/31 .....\$56.25 + \$20.00 (Guaranty Fund) = \$76.25

If submitting payment between 4/1 and 5/31, include the Renewal Fee payment to avoid a delay in processing your active license.

4/1 – 5/31 .....\$56.25 + \$20.00 (Guaranty Fund) = \$76.25 + **Renewal Fee**

+ **Renewal Fee on even years** \$233.00 = \$309.25

or

+ **Renewal Fee on odd years** \$225.00 = \$301.25

### REAL ESTATE BROKER - License Expiration Date - March 31st

#### IF PAYMENT IS MADE BETWEEN:

*\*If never licensed in Connecticut add Guaranty Fund Fee*

4/1 - 6/30 .....\$450.00

\*+ \$20 Guaranty Fund Fee = \$470.00

7/1 - 9/30 .....\$337.50

\*+ \$20 Guaranty Fund Fee = \$357.50

10/1 - 12/31 .....\$225.00

\*+ \$20 Guaranty Fund Fee = \$245.00

1/1 - 1/31 .....\$112.50

\*+ \$20 Guaranty Fund Fee = \$132.50

If submitting payment between 2/1 and 3/31, include the Renewal Fee payment to avoid a delay in processing your active license.

2/1 – 3/31 .....\$112.50

\*+ \$20 Guaranty Fund Fee = \$132.50 + **Renewal Fee**

+ **Renewal Fee on even years** \$308.00 = \$440.50

or

+ **Renewal Fee on odd years** \$300.00 = \$432.50

➤ **NOTE:** All first time Connecticut Real Estate Licensees pay a \$20.00 ONE TIME contribution to the Real Estate Guaranty Fund. If paid when originally licensed as a salesperson, it is NOT paid again when moving up from salesperson to broker. HOWEVER, if you are obtaining a broker license in the name of a Corporation, Limited Liability Company, etc, the \$20.00 fee is required. There are no provisions for prorating application or guaranty fund fees.



## APPLICATION FOR INDIVIDUALS

For Official Use Only

- A. Salesperson Applicants with Connecticut courses complete SECTIONS I, II, VI & (SECTION V for non-residents)  
B. Broker applicants with Connecticut courses complete SECTIONS I, III, VI & (SECTION V for non-residents)  
C. Reinstating (Salespersons) if over two (2) years after expiration of license complete SECTIONS I, II, IV, VI.  
D. Reinstating (Brokers) if over two (2) years after expiration of license complete SECTIONS I, III, VI.  
E. Reciprocal Applicants complete SECTIONS I, V & VI. Salespersons (& Broker Associates (NY) complete Section IV.  
F. All Other Applicants (Salespersons complete SECTIONS I, II, IV, V, VI) (Brokers complete SECTIONS I, III, IV, V, VI)

### SECTION I (Type or Print your Answers)

USE "X" TO ANSWER:

☐ SALESPERSON      ☐ BROKER  
Application Fee - \$40.00      Application Fee - \$60.00  
check payable to "Treasurer, State of Connecticut"

USE "X" TO ANSWER:

☐ First License      ☐ Reinstatement      ☐ Reinstatement & Transfer      ☐ Transfer (\$25 Fee)  
☐ Non-Resident      ☐ Reciprocal      ☐ Moved To Connecticut      ☐ Attorney  
☐ Name Change (salesperson - sections I, IV, & VI) (broker - sections I & VI)

1. NAME OF APPLICANT \_\_\_\_\_  
First Middle Last

2. RESIDENCE ADDRESS \_\_\_\_\_  
Street City/State Zip Code

3. BUSINESS ADDRESS \_\_\_\_\_  
Street City/State Zip Code

4. TELEPHONE: RESIDENCE \_\_\_\_\_ BUSINESS \_\_\_\_\_ CELL \_\_\_\_\_  
Residence FAX # \_\_\_\_\_ Business FAX # \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

5. HAVE YOU EVER CHANGED YOUR NAME? ☐ YES ☐ NO IF YES, GIVE NAME(S): \_\_\_\_\_

6. DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

7. Has any complaint been filed against you with any licensing authority of Connecticut or any other State or the District of Columbia?  
If yes, give details \_\_\_\_\_ 7. ☐ YES ☐ NO

8. Have you ever been convicted of a felony crime or a crime related to forgery, embezzlement, obtaining money under false pretenses, extortion, criminal conspiracy to defraud, or any like offenses? If yes, please attach a statement providing the date(s) of conviction(s), the court(s) where the cases were decided and a description of the circumstances relating to each conviction(s). 8. ☐ YES ☐ NO

9. Have you ever held or do you currently hold a real estate license in Connecticut or any other State or D.C.? 9. ☐ YES ☐ NO  
If yes, give name of State(s) \_\_\_\_\_ Type of License \_\_\_\_\_  
Dates held \_\_\_\_\_ License# \_\_\_\_\_  
Attach "Certification of License History" (originals) from each State in which you have or had a real estate license. Copy of license is not acceptable.

10. Have you ever been refused a real estate license in Connecticut or any other State or D.C.? 10. ☐ YES ☐ NO  
If yes, Date \_\_\_\_\_ State \_\_\_\_\_ Details \_\_\_\_\_

11. Have you ever had a real estate license revoked or suspended in Connecticut or any other State or District of Columbia? 11. ☐ YES ☐ NO  
If yes, Date \_\_\_\_\_ State(s) \_\_\_\_\_  
Details \_\_\_\_\_

12. Have you read the Connecticut Real Estate Licensing Laws and Regulations? 12. ☐ YES ☐ NO

13. Do you agree to return immediately any license, when required by the Real Estate Commission, and to conform to all rules and regulations promulgated by the Commission and this Department? 13. ☐ YES ☐ NO

### SECTION II - SALESPERSON EDUCATIONAL REQUIREMENT

#### Have You Completed:

- I. REAL ESTATE PRINCIPLES & PRACTICES 60 hours Attach Grade Letter \_\_\_\_\_ YES \_\_\_\_\_ NO school code \_\_\_\_\_  
Submit one 60-hour course or two 30-hour Principles & Practices courses provided the first 30-hour course was completed no earlier than 10/1994.  
Please include the ORIGINAL grade letter(s) (no photocopies) for each course completed.  
Grade Letters must contain: (a) School Name, (b) School Code, (c) Hours Completed, (d) Grade Received, (e) Signature of School Official

### SECTION III - BROKER EDUCATIONAL REQUIREMENTS

#### Have You Completed:

- I. REAL ESTATE PRINCIPLES & PRACTICES **60 hours** Attach Grade Letter ☐ YES ☐ NO school code \_\_\_\_\_  
Submit one 60-hour course or two 30-hour Principles & Practices courses provided the first 30-hour course was completed no earlier than 10/1994.
- II. REAL ESTATE APPRAISAL I **30 hours** Attach Grade Letter ☐ YES ☐ NO school code \_\_\_\_\_
- III. RELATED SUBJECT IN REAL ESTATE **30 hours** Attach Grade Letter ☐ YES ☐ NO school code \_\_\_\_\_
- IV. LICENSED AS SALESPERSON AT LEAST 2 YEARS ☐ YES ☐ NO

Please include the ORIGINAL grade letters (no photocopies) for all courses completed.  
Grade Letters must contain: (a) School Name, School Code, (d) Hours Completed, (d) Grade Received, and (e) Signature of School Official

### SECTION IV

#### SALESPERSON'S SPONSORING BROKER MUST COMPLETE THIS SECTION

- ☒ Not Required Prior to Taking State Licensing Examination

SALESPERSON NOTE: If you are Reinstating your license & have changed your sponsoring broker from what Consumer Protection has on their records, a Transfer Fee of \$25.00 is required.

NAME OF BROKER \_\_\_\_\_

BROKER'S LICENSE # \_\_\_\_\_

LEGAL NAME OF COMPANY \_\_\_\_\_

TRADE NAME OF COMPANY  
(IF APPLICABLE) \_\_\_\_\_

BROKER'S ADDRESS \_\_\_\_\_

SIGNATURE OF BROKER \_\_\_\_\_

DATE OF SIGNATURE \_\_\_\_\_

### SECTION V - ALL NON-RESIDENTS

#### CONSENT FOR SERVICE OF PROCESS FOR INDIVIDUALS

KNOW ALL MEN BY THESE PRESENTS:  
THAT THE UNDERSIGNED \_\_\_\_\_

COUNTY OF \_\_\_\_\_ STATE OF \_\_\_\_\_ Being an applicant for a license as a Real Estate Broker or Real Estate Salesperson under the provisions of Chapter 392 of the Connecticut General Statutes and subsequent amendments thereto, does hereby irrevocably consent that suits and actions may be commenced against such applicant in the proper court in any judicial district of the state in which a cause of action may arise or in which the plaintiff may reside, and that in the event proper service of process cannot be made upon such applicant in any such proceeding, service may be made by service of process or pleading authorized by the laws of Connecticut on the Chairperson of the Connecticut Real Estate Commission, hereby stipulating and agreeing that such service of such process or pleading upon the said Chairperson of the Connecticut Real Estate Commission shall be taken and held in all courts to be as valid and binding as if service had been made upon said applicant in the State of Connecticut.

In Witness Whereof, The Above Named Applicant Has Signed And Sealed This Instrument

AT \_\_\_\_\_ ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

### SECTION VI - ALL APPLICANTS - NOTARY REQUIRED

I, being duly sworn according to law, hereby affirm that the answers given above are true to the best of my knowledge and belief, and that this application is made for the sole purpose of obtaining a Real Estate Broker/Salesperson License.

STATE \_\_\_\_\_ CITY OR TOWN \_\_\_\_\_ COUNTY OF \_\_\_\_\_

DATE \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Signature of Applicant